



TOUR EXPENSES CLAIM

Date: 29/09/2025

Name : Harish kumar  
Software Programmer Trainee  
Purpose of Journey : For Joining  
Project & Place: Delhi

Designation:

Claim from Date 11/09/2025 to Date 11/09/2025

	Rs.	Ps.
A. Travel fare	430	00
B. Daily Allowance		
C. Lodging Expenses		
D. Local Conveyance Expenses	263	00
E. Other Expenses	350	00
F. Gross Claim	1043	00
G. Less Advance Received on _____		
H. Net Claim/Refund	1043	00

A. Travel Fare

<u>Date</u>	<u>Originating Station</u>	<u>Date</u>	<u>Destination Station</u>	<u>Amount Claimed (Rs.)</u>
			<b>Total</b>	

B. Daily Allowance

Daily halting Allowance @Rs. ____00____ per day for ____00____ days	00	00
Daily halting Allowance @Rs. _____ per day for ____ days	00	00
Total Daily Allowance	00	00

C. Lodging Expenses

<u>Place</u>	<u>Hotel</u>	<u>Bill No &amp; Date</u>	<u>No. of Days Stay</u>	<u>Hotel Bill</u>	<u>Total Rs. Ps.</u>

D. Local Conveyance Expenses

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Mode of Conveyance</u>	<u>Travell By</u>	<u>Amount Rs. Ps.</u>
11-09-2025	Home	Bus Stop	Cash	Auto	220 00
11-09-2025	Bus stop	Nehru Inclave	Online	Metro	43 00

	Total					
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E. Other Expenses

Detail	RS.
Morning Breakfast (11-09-2025)	100
Lunch (11-09-2025)	250

All the particulars furnished above are correct.

Signature of Employee : Harish kumar

Authorised by:

Approved by: